

CSC Adopted: October, 2001 CSC Revised: \_\_\_\_\_**Class Title: Accountant IV****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs various financial and accounting reporting functions using the modified accrual method while ensuring compliance with federal, state and local guidelines. Maintains the integrity of automated accounting system general ledger and subsidiary ledger, prepares annual budgets, and performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Prepares financial reports, including comprehensive annual financial reports, comparative cost transmittal forms, bureau of census reports, annual report for the Secretary of the commonwealth of Virginia, and various other financial reports by preparing complex work papers, assisting independent auditors in reviewing financial information, and assisting consultants with the City's annual Cost Allocation Plan.
2 S	Performs fund accounting by monitoring the general fund to ensure the integrity and accuracy of automated financial accounting system and related reports, maintaining the accuracy of account balances between the general ledger and subsidiary ledger, and preparing account reconciliations and adjustments.
3 S	Monitors debt management by calculating the debt services, ensuring that debt service, grants, and special projects are paid in accordance with bond covenants and contracts, and preparing and maintaining records to ensure all outstanding debts, grants, and special projects are properly accounted.
4 S	Performs general accounting tasks by resolving issues with subsidiary ledgers, preparing monthly reconciliations and related calculations, preparing general ledger adjustments, and providing assistant to support staff in reconciling accounts.
5 S	Expedites budget preparation and review by preparing various budgets and related calculations for debt service on bonds, capital leases, and notes payable, assisting the budget office in the preparation of various budgets, preparing revenue and expenditures budget variance and lists for the independent auditors, and providing schedules and calculations to the Enterprise Controllers for find accounting and budgeting purposes.
6 S	Performs other duties by drafting, reviewing, and recommending approval for finance ordinances, preparing council letters, reviewing all City contracts, approving encumbrances, administering the annual lease purchase program, approving documents and pay advances, representing the City at various meetings, and providing technical assistance to various personnel.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years of experience in governmental accounting and computer software applications.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read federal and state regulations and manuals, city codes, grants, correspondences, contracts, bond covenants and other documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic accounting.
Writing	Work requires the ability to write council letters, management responses, transmittal letters, contracts, ordinances, correspondences and reports.
Managerial	Managerial responsibilities include monitoring program and budget activity for various projects, coordinating project activity with other personnel and prioritizing work to meet deadlines.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, discussion with co-workers, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, document distribution, use of office equipment, to/from meetings
Lifting	O	Files, reports, storage boxes, vouchers, checks
Carrying	O	Files, reports, storage boxes
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Files, reports, storage boxes
Handling	F	Documents, reports
Fine Dexterity	C	Typing, computer keyboard, calculator, writing
Kneeling	N	
Crouching	R	Files, reports, storage boxes
Crawling	N	
Bending	O	Files, reports, storage boxes, vouchers, checks
Twisting	N	
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, financial statements
Hearing	C	Telephone, co-workers, vendors, meetings, general office work
Talking	F	Telephone, co-workers, vendors, meetings
Foot Controls	N	
Other (specify)	N	

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Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, AFIN, PeopleSoft, Advantage Financial Desk Top, Control-D report printer, Omni Page and LaserFiche

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)